

Staff Reports from Town Meetings

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Town Administrator's Report
August 1, 2023

Meetings

- Attended WWTP ENR monthly progress meeting on July 31, 2023.
- Met with GMB regarding the WWTP ENR Project and groundbreaking ceremony.
- Conducted the Staff Leadership meeting on July 20, 2023
- Attended the Rt. 222 Sidewalk Project monthly progress report on July 6, 2023.
- Met with AECOM regarding the Water Plant Expansion Project monthly progress meeting on July 19, 2023.
- Met with AECOM regarding the Sanitary Sewer Improvement Project monthly progress report on July 20, 2023.
- Met with Kevin Pampuch, AECOM, regarding GWL construction site punch list.
- Attended Help USA-Perry Point Housing Monthly Progress meeting on July 25, 2023.
- Met with Steve Jacobsen, GWL, to discuss future Pack Housing project on July 25, 2023.
- Met with Harold Riele, PVFD, to discuss parade route for the 100th Anniversary which will be held on September 16th beginning at 10am.
- Met with AECOM to discuss the Rebidding of the WTP Expansion project on July 31, 2023.

Organization

- We were awarded \$75,000 grant from DNR's Grant Gateway funding for the design phase of Ice House Park.
- Met with representatives from AMTRAK regarding the Susquehanna River Bridge Project.
- Applied for Grant funding for the Water Treatment Plant Expansion Project through the State's Maryland Municipal Technical Assistance Program (MTAP) as part of the Infrastructure, Investment, and Jobs Act (IIJA).
- Completed LocalGov online training courses offered by LGIT.
- Attended the groundbreaking ceremony for the WWTP ENR project upgrade on July 27th.
- Applied for the Community Parks and Playground Grant for the expansion of the Lower Ferry Playground.
- Applied for DNR Gateway Grant which if approved, will assist in the design phase of the project. Funding for this grant is through the Chesapeake Atlantic Coastal Bays Trust Fund, the Waterway Improvement fund, and the U.S. Environmental Protection Agency's Chesapeake Bay Program.
- Attended the GWL Opening Ceremony.
- Attended the staff summer picnic at Ironbirds stadium.

- Attended the Town's sponsored MML dinner at GWL.

Daily Work Update

- Reviewed and approved department head leave slips and time sheets. Responded to inquiries from the press. Had regular discussions with the Department Heads and town supervisors. Proofread minutes to meetings. Prepared Staff Reports for work session / town meeting. Reviewed and approved invoices. Reviewed and approved p.o.'s for greater than \$5,000.

Projects

- To date R.E. Pierson has completed 90% of the Sanitary Sewer Improvement project for GWL. Pump Station 1, work is complete and on line. Pump Station 2, work is complete and on line. Pump Station 4's Pumps have arrived, however, due to severe supply chain issues the Control Panel for PS-4, will not arrive until August 2023. So, bypass pumps will be set up by June 25th to handle the flow until the control panel is installed. The original schedule for the pumps and control panel was August 2022. Pump Station #4 completion date is August 10, 2023.
- Water Treatment Plant Expansion to date; Permit Application was received by MDE for comments and approval. Pre-bid meeting was held on Tuesday, June 20th. No bids were provided that met the July 12, 2023, deadline; Therefore, the project will be rebid with the final project completion date of March, 2024.
- WWTP ENR project: MDE approved the construction Bid to Wickersham Construction. Maryland Board of Public Works approved the state funding for the project. Construction schedule is being developed and a groundbreaking ceremony will take place for the project. Grant reimbursable (by MDE) for the project is 96.23% of the total project cost. The first monthly progress report was held on May 31, 2023. Wickersham will begin mobilizing the site in early August with a completion date set for July 5, 2024. The groundbreaking ceremony was held on July 27th.
- Otsego Street renovation project. The survey bid was awarded to Fredrick Ward Associates. The survey was completed on July 28th.
- Water Quality Study: AECOM is in the process of confirming the PRV pressure settings throughout Town and gathering chemical readings from the WTP. The office staff is tracking discolored water complaints so they can be analyzed for patterns.
- Rt. 222 Sidewalk Project: Funding for Design and construction has been secured. Funding source will be both State and Federal. Met with State and County to discuss Right-Away MOU from the three properties that will be affected by the sidewalk. The MOU was presented to the Mayor and Commissioners at

the June 20th Work Session and approval at the July 6th Town Meeting. The Project is scheduled to begin in April 2024 with the completion of June 30, 2025.

- Ice House Park Shoreline Restoration Project: As part of the design phase, the property was surveyed. Design phase for the project continues. We were awarded the DNR's Gateway Grant for \$75,000 which will assist in the funding of the design phase of the project.

Assistant Town Administrator Report for the August 1, 2023 Town Meeting

EMPLOYMENT

We will be advertising for 2 F/T DPW openings and 1 P/T Economic Development opening. We have held one interview for the Police Department.

MISCELLANEOUS

Processed 2 payrolls and completed all tax payments, retirement payments and A/P checks.

Our next project with Onsite will be preparing the Edmunds server for cloud system in support of our Information Systems Contingency Plan.

The office staff prepares material and posts it to Facebook, Website and Nixel, if needed. The staff has processed 5 deeds, 2 dump trailer rentals, 37 heavy trash calls, 99 yard waste calls and 7 park pavilion rentals, 13 in-state boat stickers and 0 of out of State(Sold Out) boat stickers.

Town Clerk

Processed work session minutes and town meeting minutes. Prepares the agenda and materials through Board Docs. Scheduled meetings and responds to requests for the Mayor and Commissioners.

Water/Sewer

1513 Water/Sewer bills were mailed out on 7/17/23 and are due 8/17/23
6 new meters installed
9 Data logs have been completed
8 Settlement Charges
1 Bulk Water Purchases
8 Payment Plans
35 Leak letters

MEETINGS

June 20, 2023 – IWIF Audit

**Treasurer's Report
Town of Perryville, Maryland
August 1, 2023**

Projects:

- **FY 23- Financial Statements**
 - We are working on bringing all financials current.
- **Denitrification Project/ Sewer Expansion Project**
 - Submitted reimbursement requests to MDE for final billings of the Design and Bid stages of the project.
 - Submitted first reimbursement for the Construction stage.
- **Budget**
 - Did detailed comparison analysis of budgeted P/R to actual for FY23. Did adjustments for allocation differences.
 - Verified the detail of current budget agreed to PR spreadsheets projections for the year.
- **LGIT**
 - Reviewed LGIT's current appraisal values for the Town's buildings and property. Will be working with LGIT to reappraised properties we feel may be underinsured.
- **Audit**
 - Started preliminary steps to close out year end.
- **Retention Plan**
 - Verified with Maryland Archives that the Town of Perryville had no retention schedules on file.
 - Prepared retention schedules by department. Within that department individual schedules were prepared outlining the criteria for retention for every major filing record.
 - Preliminary schedules are being sent to each department head to review and verify.

**Treasurer's Report
Town of Perryville, Maryland
August 1, 2023**

- Schedules will then be sent to Maryland Archives who will also review and send back with any changes they feel are necessary.
- Corrected schedules will then be sent back for final approval.

- **Procedural Manuals**

- Prepared detailed instructions for Payroll Procedures detailing the flow of transactions from time sheets to final transactions recorded in the financial statements.

Current/Future Projects

- Reorganize the computer filing system for all finance related computer files, indexing them in a manner appropriate for record retention programs. -ONGOING
- Compose/Compile a Procedures Manual for the Finance Department, including detailed check-off schedules, instructions and examples.-IN PROCESS
- Devise a simpler method to allocate salary and benefits from support departments to other departments.
- Working on an employee discount/benefit package that would include various free or discounted offers to our Town employees.

June, 2023 Statistics:

- 231 purchase orders were processed totaling \$503,798.30.
- 14 A/R invoices totaling \$20,597.86
- 90 A/P checks disbursed totaling \$415,680.31
- Local Impact Funds - Life to date (Sept 2010 to April 2023) slot revenue received \$18,361,860.75. Total received to date for FY 23 is \$1,506,804. We have not received May through June as of this time.

Planning & Zoning Department

July Report – August 1, 2023 Town Meeting

Development/Projects - Active:

- **Chesapeake Overlook Lot 5:** Property owner continues to actively market the site; road; grading, storm water management facilities and infrastructure to prep location as 'pad ready' for development. Roundabout designed to facilitate traffic flows for Chesapeake Overlook Parkway, Overlook Court and Turnpike Drive, with construction planned for late summer/early fall. CURRENT STATUS: Site construction continues with anticipated completion September/October 2023.
- **Captain Lee's (31 River Road):** Redevelopment to include public marina, restaurant and bar; MDE permit approval for replacement of bulkhead approximately 415 feet in length. Final Site Plan was approved with conditions by the Planning Commission 3/20/23. Board of Appeals approved operating hours 4/24/23: open no earlier than 10:00 a.m. Saturday and Sunday, no earlier than 11:00 a.m. Mon-Fri; close no later than 12:00 a.m. and live entertainment shall end no later than 9:00 p.m. seven days a week; restaurant kitchen close at 11:00 p.m. CURRENT STATUS: Property owner continues to finalize approval requirements.
- **Owens Marina (12 River Road):** Redevelopment of the supply and maintenance building pending. Concept stormwater plans have been reviewed and approved by Cecil County; preliminary site plan with water and sewer construction details pending. CURRENT STATUS: MDE Permit issued June 13, 2023, to reconfigure existing marina with pier extension, 13-36'x5' finger piers, 23 boatlifts with piles, 11 mooring piles.,
- **Cedar Meadows:** demolition of existing house complete; Concept Plan was reviewed and approved by the Planning Commission; reviewed by Cecil County TAC; TIS Scoping meeting held; comments provided for formulating traffic concerns and impacts; TIS approved by Cecil County. Northern Bay Engineering has advised they intend to submit plans in the fall; reviewing TIS update that includes delay/queuing analysis and Traffic Signal Warrant Analysis. Proposed road improvements and traffic flow was discussed with possible solutions; additional information requested for consideration and further discussion. Meeting held on site with MDOT for clarification of proposed improvements. CURRENT STATUS: Engineer has submitted Concept Stormwater Management and Erosion and Sediment Control Plans, Road Improvements and Site Entrance to Cecil County for review and comment.
- **Great Wolf Resort:** The resort has reached completion, finalizing all inspections and site landscaping. Grand opening ceremony was held June 29! Attended by many local and State representatives and celebrity chef Duff Goldman, the Food Network star, presenting an awesome cake depicting the lodge and custom cupcakes to benefit Believe in Tomorrow Children's House at Johns Hopkins. Congratulations to Great Wolf Resort's 20th location, the largest of all! CURRENT STATUS: Finalizing punch list items and completion process.
- **Richmond Hills at Charles Street:** Concept Plan for proposed 22 single family dwellings approved by the Planning Commission; concept storm water plans have been approved; reviewed by Cecil County Technical Advisory Committee April 1st; TIS and engineering for preliminary site plan; Preliminary Stormwater Management and Erosion and Sediment Control Plans approved by Cecil County; Water & Sewer Construction Plan reviewed. Preliminary Site Plan/Subdivision Plat discussed at June Planning Commission meeting; Preliminary Plan and Subdivision Plat approved at September meeting. CURRENT STATUS: Developer to submit Final Site Plan/Plat.
- **Wawa at Chesapeake Overlook:** Preliminary Plan: 5,585SF convenience store with 8 double-sided fueling stations and 7 EV charging stations; plans reviewed. Final Site Plan approved. Zoning Certificate submitted for

site work, pending landscape agreement with surety is finalized. CURRENT STATUS: Pre-construction meeting is scheduled for July 26.

Development/Projects – Inactive:

- **Frenchman Land:** Property was sold 6/9/2022; portion of site is utilized for parking of empty trailers. CURRENT STATUS: No update.
- **Woodlands:** Property owner continues to search for prospects for development of the site; installation of water and sewer infrastructure required. CURRENT STATUS: No update.
- **Former Perryville Outlet property (68 Heather Lane):** Applicant has filed a Petition for Judicial Review regarding their rezoning denial; Judge McCurdy, Jr. concludes the findings of fact in the order are supported by substantial evidence and therefore affirmed the decision. Demolition of unsafe and unsecured buildings complete. CURRENT STATUS: No update.

Subdivisions:

- **423 Otsego Street:** Property owner submitted proposal to subdivide property to 3 lots with 2 new homes; Planning Commission approved May 16, 2023. CURRENT STATUS: Owner to submit subdivision plat for signatures and recordation.

Code Enforcement:

Code Enforcement Statistics Report													
ACTION	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL
<i>Door Hangers</i>	4	7	6	11	14	11	9						
<i>Violation Letters</i>	0	2	3	0	2	1	1						
<i>Citations</i>	0	0	1	0	0	0	0						
<i>Rental Licenses Issued</i>	62	28	4	15	1	0	1						
<i>Other</i>	Complaint Forms – 4 Complaint Website – 2 Phone – 6 Email – 2												

Planning Commission: Meeting held July 17th: introduction of new member and general discussion.

Board of Appeals: No meeting held in July.

Zoning Certificates: 8 certificates approved; 0 for roof mounted solar panels.

Grants:

- The next round of VLT Grant funds for Fiscal Year 2024 begins August 1st and ends June 30, 2024. A short seminar is scheduled for Monday July 31st at 4:30pm at the Town Hall Meeting Room to review the programs and answer questions regarding the application process. Attendance at this meeting is not required to submit an application. Grant Applications will be available at Town Hall and on the Town's Website August 1st.

- Partnering with Cecil County Tourism with grant application as a site on the Network to Freedom; planning events with Tourism to participate with Maryland Office of Tourism during the 2023 International Underground Railroad Month.

Economic & Community Development:

- Updated local businesses and provided the registration link to a webinar for MD State Small Business Procurement Opportunities of \$50,000 or less to be held June 14th. Information provided by Maryland Department of Commerce.
- Community Giveaway – Each Saturday 12pm to 2pm at 304 Aiken Ave – the Lion of Judah Bible Café and Charity Crossing – new clothing, hygiene products, toys, household items, etc.
- The Perryville Local Business Information Exchange & Meet & Greet was held Wednesday July 12th from 4:30PM – 6:00PM at the Perryville Public Library and Morgan Miller, Executive Director of the Cecil County Library System was the guest speaker. Attendees were informed about the many services, resources and opportunities provided by the Cecil County Public Library. How these services would help them reach their goals, and how to stay connected. A tour of the new “Sensory and Play Garden” was also provided.

Community Events:

- 1st Saturday’s Farm & Flea Market is continuing to be a big success with several hundred people in attendance. July 1st was dedicated to the Service Members of our community. Over 25 farmers market, flea market, and community yard sale vendors dressed in red, white, and blue, the PV Fire Department and EMT were represented as well as the Airforce Cadets with a color guard tribute to the National Anthem. We continue to grow our partnerships with nonprofits, such as the Girl Scouts of the Chesapeake Bay with their face painting fundraiser and the Cecil County library, bookmobile. August 5th theme is Luau!
*We are looking for non-profits to host our Creative Corner to raise awareness for their organization and assist the children with free crafts provided by the town.
* We are in great need of volunteers for this event. Please contact Alisha at agarlie@perryvillemd.org
- 3rd Friday Cruisers & Concert in the Park on July 21st was another great turn out with 74 show cars registered. The Cecil County Night Crawlers rock band drew a great crowd at the band shell. Perryville Boy Scout Troup did a food fundraiser and were so pleased with the turnout. We hope to continue this new tradition. Sponsored Trophies from Broad Street Tavern and swag bags were awarded. Great time had by all.
- We will continue our heavy social media and sign marketing.
- For vendor, volunteer, and fundraising opportunities, please contact Alisha @ agarlie@perryvillemd.org.
- Stay up to date with events on our Facebook Page @Perryville,Maryland and our website www.perryvillemd.org

Website: Continue to update timely information is posted for related departments.

Rodgers Tavern Museum:

- Museum is open Fridays & Saturdays, 10:30am - 5:30pm
- Planning is underway for the annual fundraiser event, Tap Into The Tavern, to be held on Saturday September 9th. This year we’re “raising the roof” to collect donations for a new cedar shingle roof. Stay tuned for more details.

More information and registration for lecture series is available at www.rodgerstavern.com.



Perryville Police Department

2 Perryville Town Center Drive • P.O. Box 511 • Perryville, MD 21903

***Robert S. Nitz**
Chief of Police*

Tel: 410-642-3725 • Fax: 410-642-3724

***Matthew Roath**
Mayor*

Chief's Report for July 2023

CURRENT PROJECT(S)

- Reviewed and prepared PO requests for various items.
- Reviewed reports daily.
- Reviewed speed violations along Aiken Ave.
- Planning tabletop exercise for trail derailment scenario
- Working with Chief Willis on grant submission for Firehouse Subs grant for upgraded AED's
- Preparing department evaluations
- Developed Ops plan for Diamond in the Rough triathlon
- Prepared annual Community Policing report for MPCTC
- Preparing for the Susquehanna River Running Festival
- Preparing for the Perryville Fire Company 100th anniversary parade

MONTHLY MEETINGS/TRAINING

- Lt Reno attended the monthly town hall meeting (7/6/2023)
- Half of the department attended Trauma Informed Care training (7/11/2023)
- Attended Town Leadership Meeting (6/14/2023)
- Attended Chief's meeting (7/19/2023)
- Lt. Reno and Sgt. Hoffman attended FBI LEEDA Command Leadership Institute (7/17-7/21/2023)
- Attended train derailment tabletop hosted by Harford County DES (7/20/2023)
- Detectives Lenzi/Peer attended the weekly Criminal Intelligence meeting (multiple days)

COMMUNITY EVENTS, ACTIVITIES, MEETINGS, ETC:

- Phone calls with Commissioner Linkey (multiple days)
- Met with Town Administrator George Patchell (multiple days)
- Review timesheets (7/3/2023)
- Assisted with the Diamond in the Rough triathlon (7/8/2023)
- Monthly NIBRS submission (7/12/2023)
- Prepared annual report for Redspeed to submit to SHA (7/17/2023)
- Interviewed potential applicant (7/21/2023)

- Attended employee picnic (7/21/2023)
- Participated in the Baltimore Region Law Enforcement Coordinating Council meeting (7/26/2023)
- Lt. Reno assisted PVES with security survey of building (7/31/2023)

PROACTIVE/NOTE-WORTHY CASES

Officers issued 20 citations and 179 warnings for various traffic infractions along with 4 town parking citations. A total of 18 tractor trailers were stopped along Aiken Avenue violating the road restrictions. They made 1 arrests for drug abuse violations, 1 DUI arrests, with a total of 15 criminal arrests, prepared 33 reports, along with responding to 375 calls for service.

Additionally, approximately 250 speed camera citations were issued along Aiken Avenue during the month of June.

382 this morning

GREAT WOLF LODGE LAW ENFORCEMENT CALLS FOR SERVICE MONTH OF JULY:
26 (7/25/2023).

Perryville Police Department Monthly Police Report
July, 2023

	May	June	July	Year to Date 2023		
ROBBERY	0	0	0	0		
ASSAULT	5	3	3	29		
BURGLARY	1	0	0	4		
THEFT	9	3	4	39		
Auto Theft	0	0	1	1		
CDS	4	4	0	36		
DISORDERLY	1	1	0	5		
MDOP	6	3	3	17		
ADULT ARREST	29	16	15	137		
JUVENILE ARREST	0	0	0	1		
Referrals to Outreach	0	0	0	0		
CITATIONS	44	30	20	261		
WARNINGS	120	106	179	759		
SEROS	4	3	14	47		
IN-TOWN CITATIONS	10	15	4	48		
ACCIDENTS	3	5	16	54		
52 (Investigated)	1	1	4	19		
89 (no Investigation)	2	4	12	36		
DRIVING UNDER THE INFLUENCE	2	1	1	13		
SPEED CAMERA CITATIONS	350	123	250	2,425		
CALLS FOR SERVICE	386	380	375	2416		

July 25, 2023

Perryville Police Department

Outreach Program

Town Report

July 2023

Overall Monthly Attendance: 160

Number of New Referrals: 0

Number of New Members: 2

Total number of donated meals provided: 160

Announcements

This month our teen member Zyier Martin started our summer paid internship position. This position is made available in partnership with Susquehanna Workforce Network. Summer Meals started are still going on this month, so we are still receiving and distributing both Breakfast and Lunch to our members as well as children from Perryville, free of charge from Cecil County Public Schools. We have also enjoyed fishing at the pier and going swimming! This month we went on a summer trip to Hershey Park! Our member and families always enjoy this opportunity! Community service consisted of Trash Pick-up, as well as continuing work in our garden- where we have started harvesting some of our first veggies of the season! Life skills this month we worked on relationship building.

We would like to send out a huge thank you to all our community help this month!!!

To stay updated on all activities, events, and donation information, please go over to Facebook and give our page a like: facebook.com/PPDOP. There you can find our monthly schedule, events, and any activities we are currently up to.

- MDE Phase II MS-4 Permit Regulations for Small Municipalities
 - MS4 Control Measure 1 - Public Education & Outreach – Creating public environmental seminars & hotlines to report to authorities any environmental violations.
 - MS4 Control Measure 2 - Public Involvement & Participation – Creating public participation events for various environmental concerns related to MS4.
 - KCI is continuing their work in the implementation of the remaining tasks of the MS4 permit and WIP requirements.
 - Finalizing strategies and a lesson plan for Public Education & Outreach and Public Involvement & Participation to implement for the annual report. The deadline to report on the findings is June 30. The second annual report will be submitted in October to MDE.
 - Working with KCI to develop Concept Sketch plans for the 20% Impervious Surface Mitigation projects necessary to meet the MS4 requirements. The total cost of these MS4 projects to the Town are expected to exceed one million dollars over the next five years.
 - Feedback from MDE on last year's MS4 annual report indicates that the Town abides by the regulations.
 - Submitted 2022 MDE annual report.
 - The Town is considering becoming independent from Cecil County in regard to required policies and tasks stipulated by MDE MS4 laws. Additional tasks include; approving SWM facilities for construction within Town jurisdiction, E&S procedures during construction, and inspection of facilities. As a direct result, the Town would have to correspond directly with MDE and answer directly to officials rather than thru the county.
 - Annual River Sweep: 0.7 tons of trash including 2 tires, plastic containers, buckets, bottles, Styrofoam, garden fencing, and various other debris.
- Reservoir Road Dam
 - The Dam is maintaining a safe reservoir water level.
 - The Dam Emergency Action Report has been updated and submitted.
- Town Hall Site & Little League
 - On hold until budget approved for Phase III
- Otsego Street
 - Completed a preliminary cost estimate for Otsego Street improvements from MD 222 to Roundhouse Drive. The project includes complete roadway, curb & sidewalk reconstruction.
 - FWA was selected and is conducting the survey work along Otsego Street. DPW has been marking out water and sewer assets the last couple weeks.
- Fire House Station 16 Water Tie-in
 - Developed construction plans & details for Station 16 water main.
 - Updated the construction cost estimate based off detailed design.
 - Will resume work with USDA for grant assistance if needed after construction plans are finished and a detail project cost estimate is created.
 - Construction 100% complete. The Town should receive 3rd MDE check for \$1,743.00, a total amount adding to \$71,740.00.
- MD 222 Sidewalk Construction
 - SHA to design utility relocations due to sidewalk and temporary easements with the Town.
 - Attending semi-regular meetings with SHA and other government agencies associated with the project. Easement and Right-of-Way documents will need to be developed for three property owners

including the HOA of Beacon Point. The Town must provide 20% funds to match the State to acquire the Right-of-Way from the property owners. An appraisal must be made for the properties, plats made, and the property deeded for voluntary donate or offers made to owners.

- Making Town comments on construction plans.
- Fire Hydrant re-location will now be coordinated with project grading and general construction. There are no water main shut off valves for any practical distance along MD 222. The re-location design would be conducted by SHA, construction likely by LECCO, and funding likely by the Town, and would be stipulated in project contract documents generated by SHA.
- Perryville Community Park Road Bridge
 - Cecil County issued an inspection report of the Perryville Community Park Road Bridge. Several items and repairs are necessary for the bridge. McGuirk Construction has completed the first phase for approximately \$17,066. The remaining project will be done in phases.
- SWM BMPs for Sewer Improvement Great Wolf Lodge
 - FWA has submitted final plans to Cecil County for review. The concept plans are for SWM design mitigation work of POI 9 and POI 10 for mitigation of Sewer Improvements for the Great Wolf Lodge project.
- Outreach Building Demo and Parking Lot
 - Construction Estimate for Outreach Building demolition and parking lot construction with SWM
- Perryville Transportation and Feasibility Study
 - Working with both the Mayor and Commissioners to obtain a comprehensive transportation study of downtown Perryville for possible commercial development and general traffic safety.
- Perryville Community Park Improvements
 - Planning and laying out a proposed dog park facility with various amenities.
- Sanitary Sewer Concept Layout to Port Deposit
 - Working on a concept estimate for a sanitary sewer system from the Casino area to outfall at Port Deposit if feasible, or to outfall within the Town of Perryville along Aiken Ave if feasible.
- Richmond Hills
 - Reviewed the construction plans for the Richmond Hills development
- Cedar Meadows
 - Reviewed the construction plans for the Cedar Meadows development
- Perry Point – LSHG Trail
 - Proceeding to design LSHG trail without using Wet Bioswales.
- 423 Otsego Street – Lots 2 & 3
 - Made preliminary review of property located at 423 Otsego Street regarding sub-dividing.
- 50 Mill Creek Road - Annexation
 - Making preliminary comments on the issues regarding the annexation of 50 Mill Creek Road into the Town of Perryville.

DPW Report - July 2023

PUBLIC WORKS:

Projects/Other Events:

- Water Meters were read for quarterly billing.
- A street clock was installed on it's base at Lower Ferry Park. The clock is up but won't be operational until staff is able to program it along with the help of the manufacturer.
- The Asst. Sup. attended a progress meeting for sanitary sewer upgrade project.

Paving/Sidewalk Repairs:

- A contractor began making adjustments to the steep entrance to the parking area in front of Town Hall.

Water/Sewer/Stormwater:

- DPW placed the 1/2 MG Tower back online after the repairs/cleaning were completed.
- Employees are spending several days marking utilities along Otsego Street in preparation for upcoming projects.
- Staff continues to perform data logs, rereads and checking for leaks for residents after meter readings.

Training:

- Employees continue to attend online training through LGIT and MRWA as they are available.
- DPW Superintendent attended the annual MML Conference.
- The Department of Public Works hosted an training event for MRWA.

Town Events:

- N/A.

Weather Related Events:

- N/A.

Vehicle/Equipment Maintenance:

- The DPW took ownership of a new dump trailer. This trailer will replace an existing trailer that has become antiquated.
- The DPW is in the process of purchasing a backhoe to replace the current, aging backhoe. This equipment is part of the FY24 budget.

Other:

- Speed Limit Sign batteries are replaced on a weekly basis.
- Trash cans throughout town are emptied weekly.
- Town owned properties are mowed on a weekly basis (during spring and summer).
- DPW staff mark utilities as need for "Miss Utility". Markings come in daily for any project (commercial and residential) to have utilities marked if any excavating is going to take place.

PARKS AND RECREATION:

Projects/Town Events:

- Staff setup/took down the tent for the monthly First Saturday event.
- Staff prepared for and work as needed at the annual "Diamond in the Rough" triathlon event.

Paving/Sidewalk Repairs:

- N/A

Maintenance:

- Parks staff continues with the summer weather grass cutting and trimming responsibilities.
- Pavilions are pressure washed every week (Spring to Fall) and as needed for any rental events.
- Cleaned trucks and serviced equipment. This is now being completed on a weekly basis to assure equipment is functioning in an effective manner and to prevent down time with broken equipment.

- Staff empties trash cans daily to assure the grounds are kept clean during the parks busy summer months.

Training:

- Employees continue taking online safety training through the Local Government Insurance Trust.

Rodgers Tavern/Lower Ferry Pier:

- N/A.

Daily Events: (Both Departments)

- **Waste Water** -Check pumping stations to assure that all equipment is operating properly.
- **Flags**- Raised at locations throughout town. (Aiken Avenue, Town Hall, Community Center, Community Park and Rodgers Tavern)
- **Utility markings**- utility markings throughout town are completed for contractors that are doing underground construction within town limits.
- **Work orders**- Meter readings, leak detection, re-reads, building repairs, vehicle repairs, etc.
- **Maintenance and repairs**- All town owned equipment by performing oil changes, repair fuel lines, grease fittings, replace brakes, etc. DPW also maintains infrastructure by cleaning storm drains, cleaning waste water collection lines, etc.
- **Building Maintenance** – A DPW employee is performing monthly facility inspections and making repairs and addressing issues as needed.
- **Mowing** - DPW has resumed grass cutting responsibilities at the town owned properties. i.e, Town Hall, Community Center, Police Department, Lift Stations, Elevated Water Tanks, DPW Building, the hills along Frenchtown Road, etc. for the season.
- **Parks** - Check Community Boat Launch for debris and clean as needed. Unlock and check public bathrooms, clean as needed. Check Tapp Parkway for any issues and clean/remove debris as needed. Check pet waste stations, empty and restock as needed. Pressure wash pavilions on a weekly basis prior to weekend rentals

Monthly/Scheduled events: (Both Departments)

- **Bulk Trash** - Bulk Trash was picked up for those residents who scheduled for a removal. **Yard waste** – Was picked up twice this month for residents who placed approved items curbside
- **Fire Hydrants/ Extinguishers** – Flushing took place in September of 2022 and will take place again in the Spring (April 2023).
- **Dump Trailer Rental** - The town owned dump trailer is rented to citizens who are in need and then the contents are hauled by DPW staff to the landfill for disposal.
- **Parks and Recreation** - The Community Park, LSHG Trail, Mini Park, Rodgers Tavern, Ice House Park and Lower Ferry Park grounds are maintained on a weekly schedule.

Water & Wastewater Treatment Plants

Monthly Operating Report

July, 2023

Wastewater:

Plant Influent Monthly Flow:	23.60 Million Gallons
Plant Effluent Monthly Flow:	27.74 Million Gallons
Veterans Center Monthly Flow:	8.61 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the months of June, 2023 and July, 2023 with the July lab results received to-date.

Activities:

1. The actuator for the decanter valve failed a second time. Ordered a valve specific actuator from MLK and had it installed by Marino.
2. All rented material from the decanter project have been picked up and returned.
3. Safety fence and erosion control has been installed for the denite filter project. The construction sign has arrived as well.
4. Marino replaced the flex I/O module in the dewatering building so that the communication panel would work again.
5. Had a groundbreaking ceremony for the denite filter project.
6. Received an email from MDE stating that we qualified for the Bay Restoration ENR Grant for last year. Sent in the application and we will be receiving \$60,000.
7. Cleaned the EQ tanks with the vac tank and pressure washer from DPW.
8. Collected all monthly samples.
9. All preventive maintenance and housekeeping were performed.

Water & Wastewater Treatment Plants

Monthly Operating Report

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Water:

Plant Raw Water Monthly Flow:	12.6 Million Gallons
Plant Finished Water Flow:	13.3 Million Gallons
Plant Backwash Water:	2.4 Million Gallons

The water plant was in full compliance with MDE regulations for the months of June, 2023 and July, 2023 with the July lab results received to-date.

Activities:

1. Monthly bacti distribution samples results were negative indicating water safe for consumption.
2. The A/C unit for the garage has been installed and is working.
3. W.D. Fox made two new taps for turbidity and chlorine in the main discharge line to help clear up some of the spikes in the turbidimeters.
4. Received two new permeate pumps for the upgrade.
5. 0.5 MGD tower is back online and working as it should. The TRS system is running.
6. Getting quotes for a diving company to clean the inside of the million-gallon water tower.
7. Performed routine overnight cleans on both membrane trains.
8. Checking water towers equipment and water quality weekly
9. Collected all monthly samples.
10. Monthly housekeeping and scheduled preventative maintenance were performed.